

## POLICY STATEMENT

**TITLE:**

**Admissions Policy**

**INTRODUCTION/OVERVIEW:**

It is the aim of Northampton College's admission process to match each applicant's interests and/or career aspirations with a suitable learning (study) programme on which they are likely to succeed.

**POLICY STATEMENT:**

Northampton College is committed to the provision of a high quality service from initial enquiry through to enrolment by providing appropriate information, advice and guidance at each state of the process whilst reserving the right to make individual judgements on a student's suitability for a course of study.

Northampton College will operate this policy to welcome all persons and as such is committed to ensuring that no applicant will be treated less favourably than others and will not be disadvantaged as a result of gender, sexual orientation, disability, religion, ethnicity or social background.

Northampton College will confirm the identity of students enrolling to confirm their entitlement to funding and their right to study in the United Kingdom.

**QUALITY STATEMENTS:**

- Curriculum teams will publish clear criteria for entry to learning (study) programmes
  - Each applicant will receive information and/or advice and guidance in accordance with the standards for course interview sessions
  - Applicants who present with an offending background will be risk assessed in line with published procedures
  - Applicants who are resident in a hospital setting will be risk assessed in line with published procedures
  - the college will only consider applications from students under the age of 16 (Yr 11) on an individual basis subject to exceptional circumstances
- Diversity Impact Assessment completed: January 2018

**LINKED POLICIES/ PROCEDURES:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Risk Assessment Policy</li> <li>• Student Behaviour &amp; Disciplinary Policy</li> <li>• Data Protection Policy</li> <li>• Complaints Policy</li> <li>• Non Standard Entry Policy &amp; Procedure</li> </ul> | <ul style="list-style-type: none"> <li>• Information, Advice and Guidance Policy</li> <li>• Special Educational Needs &amp; Disability Policy</li> <li>• Dignity, Diversity and Equal Opportunities Policy</li> </ul> |
|---|---|

**MONITORING PROCEDURE:**

Regular reporting to management and other interested parties of numbers and status of college applicants.

**DATE FOR REVIEW AND NEXT DIVERSITY IMPACT ASSESSMENT:**

February 2020

**RESPONSIBILITY:**  
Overall (Directorate/Dept):  
Implementation:

Enrolment Centre Manager

**ENDORSED BY:**

(Signature)

Policy & Strategy Group /  
Corporation

*[Handwritten Signature]*  
(Position)  
(Date)

**APPROVED:**

(Signature)

Principal

*[Handwritten Signature]*  
(Position)  
(Date)  
14/3/19

## Appendix A

### EQUALITY & DIVERSITY IMPACT ASSESSMENT

This form should be used by managers and policy authors within their area of responsibility to carry out Equality & Diversity Impact Assessments (E&DIAs) in relation to protected characteristics, specifically: Age, Sex, Disability, Gender reassignment, Race, Religion or Belief, Sexual Orientation, Pregnancy & Maternity and Marriage & Civil Partnership.

The word 'policy' is taken to include strategies, policies, procedures and guidance notes; formal and informal, internal and external.

The Impact Assessment may be carried out on any policy, service, function or plan you are engaged in, or are about to commence. All policies should be clearly stated. However, in reality, some policies are built into everyday procedures and customs, therefore not all policies are open to inspection and review. Any assessment of a policy should include these customs and practices as well as the formal written policy. 'Functions' means your duties and powers and includes internal and external functions, including service delivery.

#### 1. Name of policy

Admissions Policy

#### 2. What is the aim(s), objective(s) and/or purpose of the policy?

Identifies how the college will match applicant's interests and career aspirations with suitable learning (study) programmes.

#### 3. Who is the policy lead?

Alex Summers

#### 4. Which of the following groups could be affected by this policy? (Tick all that apply)

Students

## 5. Team

Names and position of Impact Assessment Team (min of 3 preferably from areas across the College):

Name	Position
Victoria Murphy	Marketing Manager
Mark Owen	Head of Student Services
Alex Summers	Enrolment Centre Manager

Date E&DIA undertaken: 20.02.19

E&DIA undertaken as a result of:

Renewal / Revision of Policy / Procedure

Date of last E&DIA (if applicable) 22.01.18

## 6. Complaints?

Have complaints been received from anyone with one or more protected characteristic about the service provided? If yes, then please give details.

No  Yes

No

## 7. The Impact

Four possible impacts should be considered as part of the assessment:

1. **Positive impact** – Where the policy might have a positive impact on a particular protected characteristic.
2. **None or little impact** – Where you think a policy does not disadvantage any of the protected characteristics.
3. **Some impact** – Where a policy might disadvantage any of the protected characteristics groups to some extent. This disadvantage may be also differential in the sense that where the negative impact on one particular group of individuals with protected characteristics is likely to be greater than on another.
4. **Substantial impact** – Where you think that the policy could have a negative impact on any or all of the protected characteristics. This disadvantage may be also differential in the sense that the negative

impact on one particular protected characteristic is likely to be greater than on another.

5.

Using the guidance provided above, complete the following table:

<b>Sex/Age</b>	<b>Positive impact</b>	<b>No or little impact</b>	<b>Some adverse impact</b>	<b>Substantial adverse impact</b>
Women		x		
Men		x		
Age			x	

<b>Disability</b>	<b>Positive impact</b>	<b>No or little impact</b>	<b>Some adverse impact</b>	<b>Substantial adverse impact</b>
Visually impaired		x		
Hearing impaired		x		
Physical disability		x		
Specific Learning difficulties		x		
Global learning difficulties		x		
Autistic Spectrum Disorder		x		
Any other disability - various		x		

<b>Race</b>	<b>Positive impact</b>	<b>No or little impact</b>	<b>Some adverse impact</b>	<b>Substantial adverse impact</b>
White		x		
Other minority groups		x		

<b>Other Protected Characteristics</b>	<b>Positive impact</b>	<b>No or little impact</b>	<b>Some adverse impact</b>	<b>Substantial adverse impact</b>
Religion and Belief		x		
Sexual Orientation		x		
Gender Reassignment		x		
Pregnancy & Maternity		x		
Marriage & Civil Partnership		x		

Please comment on any areas where some or substantial impact is indicated. Any resulting actions must be added to the attached action plan.

Age.

**8. Is there anything that cannot be changed?**

What cannot be changed?	Can this be justified?	If so, how?
Impact on Age	Yes	Funding Constraints

Please list the main actions that you plan to take as a result of this assessment in your area of responsibility. (Continue on separate sheets as necessary)

L2 19+ - The College no longer charges students the Co-funded rate of £1200 if they were over 19 and not eligible for a fee remission. This policy will continue.

Advanced Learner Loan Advice and Application Drop In Days and Evenings will be offered in June 2019 to advise and assist 19+ Students with their Loan applications.

**DISTRIBUTION:** Copies of the final E&DIA should be sent to:

- Jan Hutt - Director of HR
- Patrick Leavey - Deputy Principal – Teaching, Learning & Success
- Quality Improvement Team Administrator

**And** to those whom this Impact Assessment will cause to have further work to do in either changing processes or re-writing the policy(s) concerned.

All actions recorded here should be carried forward into your QIP, so that actions can be monitored and evaluated to measure the impact. There will be random sampling of action plans through the Equality & Diversity Forum.

## APPENDIX B

### COMMUNICATIONS PLAN

<b>TITLE OF COLLEGE POLICY:</b> Admissions Policy	<b>DATE APPROVED BY</b> Policy & Strategy Group Or Corporation  Date:
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<b>AUDIENCE (select appropriate with √)</b>				
Managers	√	Curriculum teams	Business Support teams	
All staff	√	Suppliers	Partners	√
Other (please state)	√	<b>Customers</b>		

<b>CHANNEL (select appropriate with √)</b>				
<b>Policy &amp; Strategy Team (PST)</b>	√	<b>Quality Improvement Network (QIN)</b>	<b>Marketing team</b>	√
e.g. Meeting Email		e.g. Meeting Email	e.g. NC Update Managers' Update Intranet Website	√
<b>Individual team</b>		<b>Suppliers</b>	<b>Partners</b>	
e.g. Document Library Noticeboards Team meeting Email	√	e.g. Letter or email Meeting	e.g. Letter or email Meeting Website	√
<b>College Management Team (CMT)</b>		<b>JCNC</b>	<b>CORPORATION</b>	
e.g. Meeting Email		e.g. Meeting Email	e.g. Meeting Email	

<b>COMMUNICATIONS PLAN ACTIVATED BY:</b>		
<b>Name:</b> Alex Summers	<b>Job title:</b> Enrolment Centre Manager	<b>Date:</b> 01.03.19

